



REQUEST FOR TRANSCRIPT FROM COURT REPORTER

To obtain a copy of the transcript, please complete the form below and either e-mail it to V _____ or mail this completed form to V _____, Court Reporter Coordinator, 600 Union Avenue, Fairfield CA 94533.

Name of Court Reporter (if known): _____

Case Name: _____

Case Number: _____

Date Heard: _____

Judge/Department: _____

Date Needed: _____

Date of this Request: _____

Requested by: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Payments for transcripts will not be accepted in the Executive Office. They must be sent directly to the court reporter.

Please allow up to seven days for a response from the court reporter.

**Fields outlined in red are mandatory
fields and must be completed.**

**If you do not have a standalone e-mail client, e.g. Outlook, Thunderbird, or Apple Mail, you
can save a copy of your completed form and attach it to your web-based client (Gmail,
Yahoo! Mail, etc.)**